

COURTROOM MINUTES
ARRAIGNMENT/PLEA HEARING

DATE:_____ DAY:_____ START TIME:_____ END TIME:_____
JUDGE/MAG.:_____ CLERK:_____ REPORTER:_____
PROBATION OFFICER:_____ INTERPRETER:_____ SWORN: YES ☐ NO ☐
CASE NUMBER:_____ CASE NAME: USA v. _____

APPEARANCES:

ASST. U.S. ATTY.:_____ DEFENDANT ATTY.:_____

DEFENDANT PRESENT: YES ☐ NO ☐

OFFENSE INFORMATION:

MAXIMUM PENALTY:_____ YR(S) IMPR.; \$_____ FINE; _____ YR(S) SUPERVISED RELEASE
DEFENDANT AGE:_____ \$_____ SPECIAL ASSESSMENT ☐ RESTITUTION
☐ INDICTMENT/INFORMATION READ ☐ DEFENDANT WAIVES READING

PLEA:

| | |
|------------|--|
| GUILTY | DEFENDANT SWORN |
| NOT GUILTY | PLEA ACCEPTED AS KNOWING AND VOLUNTARY |
| NO CONTEST | DEFT. ADJUDGED GUILTY BY COURT |
| MUTE | |

TRIAL SCHEDULING:

JURY SEL./TRIAL: _____ TRIAL ESTIMATE:_____ DAYS
PTMH/EVID. HRG.: _____ at _____ MOTIONS DUE:_____
FPTC: _____ at _____ FPTC SUBMISSIONS:_____
FINAL HEARING: _____ at _____

SENTENCING SCHEDULING:

PRESENTENCE REPORT DUE:_____ OBJECTIONS DUE:_____
SENTENCING : _____ at _____

DETENTION:

ORDER SETTING CONDITIONS OF RELEASE ENTERED/AFFIRMED.
DEFENDANT DETAINED PENDING TRIAL/SENTENCING.
DEFENDANT TEMPORARILY DETAINED; DETENTION HEARING:_____ at _____

TOTAL COURT TIME:_____